

U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

- OPEN TO:** All Qualified Candidates
- POSITION:** Official Residence Bearer-III
- OPENING DATE:** January 30, 2013
- CLOSING DATE:** February 5, 2013

The U.S. Ambassador to Bangladesh seeks a **Residence Bearer** to work at the Official Residence in Dhaka, Bangladesh.

BASIC FUNCTION: The **Residence Bearer** will assist the Head Bearer and other members of the residence staff with housekeeping, daily household activities, and preparation and service at large events.

MAJOR DUTIES AND RESPONSIBILITIES:

- Dust, vacuum and clean rooms; do laundry; polish silver and brass.
- Set the table, serve food and beverages, daily, and at large and formal events.
- Answer the phone, receive messages, and receive guests at the door.
- Recognize and report maintenance issues.

QUALIFICATIONS REQUIRED:

- **Education:** Completion of class eight required; Secondary School Certificate (S.S.C.) recommended.
- **Work Experience:** Minimum one year practical work experience in household, hotel, or restaurant (required)
- **Language Proficiency:**
 - Ability to speak and understand English and Bangla fluently (required)
 - Ability to read and write basic English (highly desirable)
- **Skills and Abilities:**
 - Demonstrated ability and willingness to work as a member of a team (required)
 - Demonstrated ability to perform under pressure (required)
 - Willingness to work irregular shifts and overtime (required)
- **Residence and Work Permits:** Applicant must reside in Bangladesh and have all required work and/or residency permits.

TO APPLY:

Interested candidates are requested to submit the following:

“Application for Employment” form either **By Hand** with **No Envelope**. **Blank application forms** are available at the Embassy of the United States, Dhaka, Bangladesh, at **Gate-1 (Reception Booth)** and in the Human Resources office. Application forms may also be downloaded from the internet at <http://dhaka.usembassy.gov>

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America

Madani Avenue

Baridhara

Dhaka-1212

POINT OF CONTACT:

Nasrin Akter

Human Resources Assistant

Ph # 885-5500 X 2525

NOTES:

(1) This is not a U.S. Embassy position. The Residence Bearer will be a contract employee of the U.S. Ambassador.

(2) Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the Residence unless the Ambassador determines that it is in the best interests of his official function to do so.